



**The Napa Sanitation District
In Spectacular Napa Valley
Is Seeking A
Director Of
Administrative Services**



UNIQUE OPPORTUNITY

This is an exceptional opportunity to join the Executive Team of an established and financially sound agency “dedicated to preserving the Napa River for generations to come.”

THE REGION

Napa County, well-known for the beautiful Napa Valley, lies in close proximity to San Francisco, the Pacific Ocean, Lake Tahoe and Sacramento - the state capital. The region is known for its beautiful vineyards, moderate climate, low crime, picturesque golf courses, historic structures, scenic hills, inviting culture and outstanding schools.

Napa was named by the Wappo Indian tribe, the original inhabitants of the Napa Valley area. By 1830, settlers began farming the fertile soils bordering the Napa River, and by the late 1860's, venturesome farmers planted the first wine grapes. This spawned an industry that transformed Napa Valley into a world-class wine growing region and a popular tourist destination. Napa County has a population of 133,522 over 753 square miles, which includes the five incorporated cities of American Canyon (16,000), Calistoga (5,168), Napa (74,247), St. Helena (5,824) and Yountville (3,500). The City of Napa is the county seat.

A large selection of housing options is available. The area boasts an excellent school system, a local community college, access to as many as eight four-year colleges in the surrounding region and ten additional community colleges in the greater Bay Area.

Leisure Activities

Recreation and entertainment choices are plentiful in Napa County. The region has been successful in maintaining its “small town atmosphere” while catering to a large tourist population each year. Cultural venues are abundant through a variety of festivals, celebrations, theatre shows and events. The broad spectrum of outdoor activities includes bicycling tours through vineyards, golfing, tennis, hot air balloon rides, camping and historic walking tours. A number of gourmet restaurants are found throughout the region, as are many mineral-spring spas. All of these pursuits can be enjoyed while being surrounded by rolling hills and mountains of stunning beauty.

THE DISTRICT

The Napa Sanitation District (NSD), located in the Napa Valley, provides wastewater collection, treatment and disposal services to the residents and businesses in the City of Napa and surrounding unincorporated areas of Napa County. NSD was organized in November 1945 under the California Health and Safety Code.

Napa Sanitation District is a local agency governed by a five-member Board of Directors comprised of three elected officials from the City and County (Mayor of the City of Napa, one City Council Member, and a Napa County Board of Supervisors Member), a public member appointed by City Council and a public member appointed by the Board of Supervisors. By contract, the County of Napa holds and invests NSD funds and handles payroll and general ledger functions for the District.

Napa Sanitation District's service area covers approximately 23 square miles with over 35,000 connections (31,000 residential connections). Through a network of 270 miles of underground pipelines, assisted by a system of three lift stations, the sewage makes its way to the Sосol Water Recycling Facility (SWRF) for treatment. The SWRF is a secondary and tertiary biological physical-chemical treatment facility that treats a mixture of domestic and industrial wastewater. The SWRF has a dry weather treatment design capacity of 15.4 million gallons a day.

The organization is comprised of 51 employees with an \$18 million operating budget and a \$93 million ten-year capital budget. The District is well-positioned financially, and has just completed the final year of a three-year rate adjustment, with future automatic CPI-based annual adjustments in place. The District does not collect property taxes and is not subject to the vagaries of the state budget.

In 2003, the Napa Sanitation District was honored with the prestigious Associates Achievement Award given by the California Association of Sanitation Agencies (CASA). The CASA Associates Achievement Award is given once a year to an organization that has made significant technical advancement in wastewater collection, treatment and disposal, environmental protection and effective wastewater management. The District takes pride in its reclamation efforts; the District presently reclaims 25% of its flow and is aggressively pursuing additional reclamation opportunities.



NAPA SANITATION DISTRICT MISSION

To collect, treat, beneficially reuse, and dispose of wastewater in an effective and economical manner that respects the environment, maintains the public's health and meets or exceeds all local, state and Federal regulations.

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of the Director of Administrative Services, key District stakeholders identified the following current short- and long-term issues and priorities that will require the energy, commitment and expertise of the successful candidate:

Restructuring of the Administrative Services Function

Over the past four years, the District has shifted several functions within the organization to enhance accountability, reduce silos and make for a more efficient and effective operation that responds to our customers' needs. There remain other areas for enhancement, such as District preparation of its own Comprehensive Annual Financial Report, now prepared by others. The Director of Administrative Services will be responsible for building an effective Department team, analyzing current services, proposing, and then implementing a plan for the appropriate organization, policies, processes and procedures of this Department.

Restructuring of District Debt

The recent financial situation has affected the interest earned on a COP deposit of \$2.2 million, and the interest rate paid on a \$9.1 million variable rate bond. The District's Financial Advisor is presently preparing a plan to address these issues. While the plan may be implemented before the Director of Administrative Services is hired, there will be ongoing review and coordination with the Financial Advisor until the current national financial situation is resolved.

MOU Expiration, GASB 45 and Related Issues

The District is nearing the end of a five-year MOU, which is due to expire on June 30, 2009. Preparations are underway for negotiations between the District's labor relations consultant and the bargaining units. As with the District's debt obligations, much of this work will be finished by July, but there will be some support work and analyses required.

Sale of Surplus Property & Design/Construction of Admin Building/Corp Yard

The District owns several pieces of property that are either no longer needed by the District or not in use. Two of them are under negotiations for sale; one has been identified as the site for a new Corporation Yard. The Director will be a member of the District's team that addresses the sale of property and the acquisition of a new Administration Building and a new Corporation Yard.

Infrastructure Rehabilitation & Capital Improvement Program

As with many public agencies, the District faces a future with



significant infrastructure rehabilitation needs, mainly in its sewer system and treatment plant. The District is presently able to make, and foresees continuing to make, significant contributions to its capital fund from its operating fund. However, in order to continue this capital funding, close attention to the cost of daily operations will be required, as well as identifying opportunities for project financing advantageous to the District. The Director of Administrative Services will be a key player in capital project scheduling.

THE POSITION

The Director of Administrative Services is a newly-created position with responsibility for managing the administrative services of the District including accounting, finance, information technology, office administration, and necessary support services for other departments. The Director of Administrative Services will join the District's four-person Executive Team comprised of the General Manager, Assistant General Manager/District Engineer, and Clerk to the Board/Human Resources Officer. Reporting to the General Manager, the Director of Administrative Services manages a staff of six and is responsible for a department budget of about \$1.5 million, though responsibility for much of the District's remaining budget also rolls up to the Director.

Ideal candidates include experienced public sector finance professionals with a customer service orientation who value the role of public service. Successful candidates will possess a big picture perspective while appreciating the importance of attention to detail and meeting schedules. Well-honed skills in productivity management, communication and staff development are critical, as are strong spreadsheet and analysis skills.

EXPERIENCE AND EDUCATION

Any combination of education and experience that qualifies candidates for this position will be considered. Candidates will ideally possess a Bachelor's degree in accounting, finance, business, administration, public administration or related field, and five years of accounting/financial management experience including budgeting and rate setting. At least two years in a supervisory capacity are required. A valid California driver's license is required.

COMPETENCIES AND PERSONAL CHARACTERISTICS

In addition to the experience and education requirements that are outlined above, District leaders have identified the following additional traits and competencies that the ideal candidate will possess:

- Appreciates the value of service as a public employee
- Collaborative inside and outside the organization
- Values employees and supports their professional development
- Big picture/strategic perspective, yet detail-oriented
- Open and accessible style
- Team builder/staff motivator/morale builder
- Fosters a system of accountability and is willing to be held accountable
- Ability to assess good talent and delegate effectively
- A professional image and demeanor
- Ability to work effectively in a political environment; politically astute, yet apolitical
- Remains current with the profession, its trends and best-practices
- Proactive in addressing challenges and priorities
- Strong budget and financial management skills
- Excellent verbal and written communication skills; maintains open lines of communication with staff and senior management
- Highest level of ethical standards

COMPENSATION AND BENEFITS

Salary – The approved salary range for this position is **\$103,140 - \$125,472**. Actual starting salary will be dependent on the qualifications of the successful candidate.

The District also offers an outstanding benefit package that includes:

PERS Retirement – California Public Employees Retirement System (PERS) 2.7% at 55 plan (District pays employee contribution).

Deferred Compensation – 457 plan with District matching employee contribution up to \$150 per month.

Health Plan – Choice of several plans with employer-paid premiums.

Dental Plan – Available after three months of employment with 100% employer-paid premiums for employee and eligible dependents.

Vision Plan – Available after six months of employment with 100% employer-paid premiums for employee and eligible dependents.

Life Insurance – District provides \$100,000 policy (available after six months of employment).

Disability Insurance – Short and long term disability coverage.

Vacation – Fifteen days per year with incremental increases to twenty days.

Personal Leave – One and one half days per year.

Management Leave – Nine days per year.

Sick Leave – Twelve days per year.

Holidays – Thirteen days per year.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Monday, March 16, 2009. To be considered, please submit a cover letter, list of four work-related references (who will **not** be contacted without prior notice), indication of current salary and a resume that reflects the size of staff and budget you have managed. Your resume should indicate both months and years of beginning/ending dates of positions held. For additional information regarding this opportunity, contact Stuart Satow at:



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Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary screening interview conducted by the consultant in late March. It is anticipated that interviews with finalists will occur in late April and that an appointment will be announced shortly thereafter, following follow-up interviews and thorough reference and background checks. Anticipated start date for the new Director of Administrative Services is June 1. The successful applicant must pass a pre-employment drug screen and physical.

